

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 018
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Specialist I	3. POSITION NUMBER 312-700-8338-008	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova			13. MONTHLY SALARY \$4833.00 TO \$6050.00
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER			14. FILE BY Until Filled

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: In order to achieve operational efficiency, under the direction of the Health Program Manager I, the Health Program Specialist I is a member of the Disaster Medical Services (DMS), Plans and Training Unit and works as part of a team with lead responsibility for coordinating the development of broad policy in disaster training and exercise development, planning, organizing and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

The incumbent may be "on call" outside of normal working hours to assist in the State's medical response to a disaster. Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrate ability to act independently with open-mindedness, flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). The application must be postmarked by the final file date.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Saya Muñiz
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929